



## **VOLUNTEER SERVICE DESCRIPTION**

**Position Title:** Contact Station Support

**Service Summary:**

- Assist park with various clerical and administrative duties.
- Provide entry station support (fee collection, disseminating information to visitors).

**Supervision:** Park Volunteer Coordinator

**Location:** Lake Havasu State Park

**Time Commitment:** November – March, days and times vary on scheduling

**Training:**

- Volunteer Open House, Orientation, and Training

**Specific duties and responsibilities:**

- Interacting in volunteer attire with park visitors, park staff and program attendees.
- Communicate park rules and encourage safety and consideration to park visitors.
- Be informed about the park and local points of interest.
- Answer telephone.

**Qualifications and Requirements:**

- Generally a friendly person who loves speaking in front of people, who is a life-long learner and willing to follow park guidelines.
- Ability to do math (if handling money).
- Must possess a valid driver's license from the United States or Canada.

**Benefits of service:**

- Knowing that you are providing a valuable service for Arizona State Parks and the surrounding community.
- Day Use admission at all Arizona State Parks.
- Volunteer uniform items are provided.
- Invitation to the Annual Volunteer Venture Event.
- Annual Volunteer Recognition Award/Gift given at Volunteer Venture Event.
- Hourly Volunteer Recognition Awards ex. Pins, Vest, Jacket, etc.

**Additional Park/Department Information:**

Lake Havasu State Park is located on 699 London Bridge Road, Lake Havasu City, AZ 86403

Telephone: (928) 855-2784

Volunteer Coordinators Tim Kristof & Kate Steighler